

MINUTES
PERSONNEL COMMITTEE
Tuesday, February 11, 2014
City Hall, Room 207
3:00 p.m.

Members Present: Ald. Amy Kocha, Ald. Thomas Sladek, Ald. Thomas DeWane

Members Excused: Ald. Andy Nicholson

Others Present: Lynn Boland, Melanie Falk, Tom Molitor, Tony Wachewicz, Dawn Foeller, Steve Grenier, Tom Wittig and others.

1. Roll Call.

Ald. Kocha, Vice Chair presided over the meeting in Ald. Nicholson's absence.

2. Adoption of the Agenda.

A motion to adopt the agenda was made by Ald. DeWane seconded by Ald. Sladek. Motion carried 3-0.

3. Approval of the minutes of the meeting of January 28, 2014.

A motion to approve the minutes of the meeting of January 28, 2014 was made by Ald. Sladek, seconded by Ald. DeWane. Motion carried 3-0.

4. Request to fill the following positions and all subsequent vacancies resulting from internal transfers.

1. Human Resources Assistant – Human Resources

A motion to approve the request to fill the Human Resources Assistant position and all subsequent vacancies resulting from internal transfers was made by Ald. Sladek.

Director Boland explained this position was originally vacated by Tracy Hood and then filled. The individual, who filled the position, was then offered a promotional opportunity to return to her previous employer, which results in the position being vacant again.

Ald. DeWane seconded the motion. Motion carried 3-0.

5. 2014 Staffing Report from the Police Chief and recommendation as follows:

1. Request authorization to fill Police Officer vacancies approved as part of the 2014 budget.

2. If the above authorization is not approved, then request to fill 5 current police officer vacancies.

A motion to approve item 5.1 was made by Ald. DeWane and seconded by Ald. Sladek for discussion.

Ald. Sladek asked for confirmation of five current vacancies. Chief Molitor stated the Police and Fire Commission have approved one candidate for hire and the police department is in the process of conducting background checks for the additional four vacancies. Ald. Sladek noted the staffing report indicates there may be additional retirements in 2014 and asked how much lead time employees typically give before retiring. Chief Molitor replied it varies from two weeks to several months, depending on the employee.

Ald. Sladek supports hiring officers for the current vacancies and giving authorization to act early in the game to replace officers that indicate they are going to retire so the training can begin before the vacancy occurs. Ald. Sladek requests that the committee be kept informed of the retiree situation and notified when the hiring process has been activated.

Ald. DeWane indicated that process was implemented a couple of years ago in order to make sure there was someone capable and ready to step in when employees retired. Director Boland explained the recruitment process may begin in advance, but offers are not made until the position has been approved by Personnel Committee. Director Boland stated in this case, the Police Department could make an offer, and the notice to the committee would be informational on the retirement and the process underway. Ald. Kocha inquired how Ald. Sladek's request is different from the typical process. Ald. Sladek responded without the request to be notified of upcoming retirements, the committee would not learn of the hire until it appeared on the personnel action report. Ald. Kocha then asked for clarification on recruiting versus hiring. Director Boland stated that outside of the Police Department, an offer of employment would not be made to an individual without approval to fill the position from the committee. A recruitment process can take several weeks and may be started prior to approval from the committee.

Motion carried 3-0.

A motion to receive and place on file item 5.2 since the authorization for 5.1 was approved was made by Ald. DeWane and seconded by Ald. Sladek. Motion carried 3-0.

6. Request by Ald. Kocha to discuss, with possible action, the issue of revising the overtime payment policy, as it relates to the current requirement for employees to actually work 40 hours per week before overtime is paid.

Director Boland stated the current provision for the calculation of overtime is consistent with FLSA, where employees that are eligible for overtime have to actually work 40-hours before earning overtime at 1½-times pay. Director Boland explained the previous provision for the City provided that holiday, sick leave, vacation and funeral leave were considered time worked for purposes of overtime. The overtime costs from 2009 – 2013 are included in the packet along with information on how other jurisdictions handle overtime.

Ald. Kocha asked to hear the thoughts of the committee and supports revising the City's policy on overtime. Ald. Sladek is not inclined to support liberalizing the overtime policy at this time. Ald. Sladek would like to see the percentage of overtime for each group.

Discussion followed on overtime costs over the last five years. The overtime costs for bus operators have increased dramatically in the last three years. Director Boland stated that even though the bus operators retained their bargaining rights, their overtime costs are based on actual hours worked. Transit made a change to staffing levels due to their funding methods, so even though their overtime costs have gone up, the overall operating costs for the department have gone down. Director Wittig provided further detail on the increased overtime costs.

Ald. Sladek requested further information on overtime costs, which would include the percentage of overtime for each group, and a specific proposal such as counting holiday hours towards 40 hours worked for 2013. Ald. Kocha sees the overtime issue as a way of valuing an employee's time. When employees are making extreme and unusual sacrifices for all of the community members and taxpayers, the employee's time needs to be valued differently.

A motion to hold this item over and ask staff to provide the information currently presented in the handout of 6-3 in a percentage format (percentage of feet on floor; for example, if a person works 10 hours at straight time and 1 hour on overtime, they would have a 10% overtime rate) was made by Ald. Sladek and seconded by Ald. DeWane. Motion carried 3-0.

7. Update and discussion regarding labor negotiations.

A motion to convene in closed session was made by Ald. Sladek and seconded by Ald. DeWane. Motion carried on roll call vote, 3-0. Ald. Sladek read the closed session language.

A motion to reconvene in open session was made by Ald. DeWane and seconded by Ald. Sladek. Motion carried 3-0.

Reporting out of closed session, a motion to have staff continue as discussed was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried 3-0.

8. Report of Routine Personnel Actions for regular employees.

A motion to receive and place on file the report of Routine Personnel Actions for regular employees was made by Ald. Sladek, seconded by Ald. DeWane, motion carried 3-0.

There being no further business, a motion to adjourn was made by Ald. DeWane and seconded by Ald. Sladek at 3:55 p.m. Motion carried 3-0.

Respectfully submitted,
Peggy Barden
Recording Secretary